DOCUMENT RESUME

ED 193 780 EA 013 017

TITLE	Job Descriptions, Report Forms, Annual Report, Mobile Home Live-In Agreements. Workshop I. School Security Programs.
INSTITUTION	National Association of School Security Directors, Bellevue, Wash.
PUB DATE	Jul 80
NOTE	33p.: Workshop presented at the Annual Meeting of the National Association of School Security Directors (11th, Fort Lauderdale, FL, July 13-16, 1980). Some pages may not reproduce clearly due to broken print of original document.
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Elementary Secondary Education; Housing; Occupational Information; Police School Relationship; Records (Forms); Relocatable Facilities; *School Security; *School Vandalism; *Security Personnel; *Workshops
IDENTIFIERS	*Florida (Broward County)

ABSTRACT

Workshop materials, all from Broward County (Florida), include job descriptions for the positions of director of security, security investigator, security specialist, and security patrolman. A security report also contains charts reflecting arson, vandalism, and theft costs from the school in years 1970 through 1979. The last section contains agreements for mobile homes installed on school property for the purpose of housing persons to help maintain school security. (MLF)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED193780

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

WORKSHOP I

SCHOOL SECURITY PROGRAMS

Job Descriptions
Report Forms
Annual Report
Mobile Home Live-In Agreements

BEST COPY AVAILABLE

EA 013 617

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

J. I. Grealy

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

JOB DESCRIPTION

POSITION TITLE: Director of Security

CONTRACT YEAR: Twelve months

QUALIFICATIONS: Administrative experience in high level law enforcement agency. Certification by the State Police Standards Council.

DIRECT ACCOUNTABILITY: Superintendent of Schools

SUPERVISION: All employees of Security Department

GOAL: To assist the Superintendent of Schools in handling all school matters pertaining to security and in instituting innovative and preventative programs; keep the Superintendent apprised of all serious and/or emergency problems occurring in the schools; and assist the Superintendent in coordinating procedures in emergency situations.

ACCOUNTABILITY PROCEDURES: The Superintendent of Schools will evaluate the effectiveness of his Director of Security with respect to the performance of specific responsibilities.

PERFORMANCE RESPONSIBILITIES: The Superintendent's Director of Security -

1. Shall formulate policy and procedure as related to school security.
2. Shall direct and oversee operations throughout the school system as related to school security.
3. Shall supervise investigations, review reports and make results available to appropriate school officials and, if necessary, to outside agencies in matters of school security.
4. Shall make arrests in emergency and necessary situations.
5. Shall work with School Administrators and school principals in determining needs and implementing responsive programs as related to school security.

PERFORMANCE RESPONSIBILITIES:

6. Shall initiate innovative and preventative measures.

7. Shall maintain liaison with law enforcement agencies.

8. Shall participate and associate with organizations with a mutual interest and concern.

9. Shall suggest and follow local, State and Federal legislation.

10. Shall explore all possible sources of local, State and Federal funding for financial assistance.

11. Shall prepare annual budget and oversee utilization of funds.

12. Shall handle emergency problems.

13. Shall perform other duties as delegated by the Superintendent of Schools.

14. Shall follow Federal and State laws, as well as School Board Policies.

JOB DESCRIPTION

POSITION TITLE: Security Investigator

CONTRACT YEAR: Twelve months

QUALIFICATIONS: High School graduate. College-level courses in Police Science and Administration. Law enforcement experience. Be certified by the State Police Standards Council.

DIRECT ACCOUNTABILITY: Director of Security

SUPERVISION: Resource Persons, off-duty law enforcement officers and private security personnel.

GOAL: To conduct investigations of incidents in various assigned school facilities and report results of same for appropriate dissemination and action.

ACCOUNTABILITY PROCEDURES: The Director of Security will evaluate the effectiveness of the Investigator annually with respect to the performance of specific responsibilities.

PERFORMANCE RESPONSIBILITIES: The Investigator of Security -

1. Shall conduct investigations of incidents in the several schools assigned to him in his area.
2. Shall document the results of his investigation in report form for review and proper disseminations.
3. Shall inform the Principal of the results of any investigations at his school and keep him informed of activity at his school.
4. Shall inform the local law enforcement agency of cases involving a criminal violation of the law.
5. Shall assist local law enforcement agencies in school-related investigations.
6. Shall make arrests in necessary and emergency situations.
7. Shall testify in administrative and criminal procedures.

PERFORMANCE RESPONSIBILITIES:

8. Shall survey schools in assigned area for the purpose of making recommendations to insure their safety and security.

9. Shall maintain close liaison with school administrators with regard to activity at assigned schools.

10. Shall keep school administrators informed of all activity at assigned schools through reports and by immediate contact in serious situations.

11. Shall perform other duties as assigned by the Director of Security.

12. Shall follow Federal and State laws, as well as School Board Policies.

JOB DESCRIPTION

POSITION TITLE: Security Specialist

CONTRACT YEAR: Ten months

QUALIFICATIONS: High School graduate. Law enforcement or military police experience.

DIRECT ACCOUNTABILITY: Principal of school to which assigned.

SUPERVISION: School personnel and students involved in school's security activity.

GOAL: To make the individual school safe and secure for the students, teachers, administrators and other school personnel.

ACCOUNTABILITY PROCEDURES: The Principal of the school to which the Security Specialist is assigned will annually evaluate his effectiveness with respect to performance of specific responsibilities.

PERFORMANCE RESPONSIBILITIES: The School Security Specialist -

1. Shall organize and oversee the school security program at the school to which assigned.
2. Shall investigate incidents at the school.
3. Shall document and report all incidents to the Security Department.
4. Shall keep the Principal apprised of all security matters at the school.
5. Shall immediately inform the Security Department of serious and emergency matters.
6. Shall maintain close liaison with the Area Investigator on matters of mutual concern.
7. Shall serve as a part of the staff of the individual school.
8. Shall work closely with staff and the student body to ensure a safe school environment.

JOB DESCRIPTION

POSITION TITLE:	Security Patrolman
CONTRACT YEAR:	Twelve months
QUALIFICATIONS:	High School graduate
DIRECT ACCOUNTABILITY:	Head of Installation where assigned
GOALS:	Patrols designated areas during assigned hours with a view to maintaining safety and security.
ACCOUNTABILITY PROCEDURES:	The Head of the Installation to which assigned will evaluate the effectiveness of the Security Patrolman annually with respect to the performance of specific responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Maintains patrol of area to which assigned.
2. Keeps apprised and makes spot checks during night hours and on weekends.
3. Checks area to insure its security.
4. Reports to Head of Installation when he finds deficiencies in security in assigned area.
5. Prevents unauthorized individuals from trespassing on the property and facility.
6. Submits recommendations to Head of Installation with a view to alleviating any problems of a security nature.

The School Board of Broward County, Florida
DEPARTMENT OF INTERNAL AFFAIRS
1320 Southwest Fourth Street
Fort Lauderdale, Florida 33312

CASE TITLE

Case No. _____

Security Report No. _____

Police Case No. _____

School	Address	Area	Date	Time

Complainant	Address	Phone	Age	Sex	Race	D.O.B.
Reported by	**Address**	**Phone**	**Age**	**Sex**	**Race**	**Occupation**
Witnessed by 1.	**Address**	**Phone**	**Age**	**Sex**	**Race**	**Occupation**
Witnessed by 2.	**Address**	**Phone**	**Age**	**Sex**	**Race**	**Occupation**

Date of Occurrence	Time of Occurrence	Weapon (if any)	Vehicle Description (if any) – Stolen Property Description

Parent's Name	Address	Phone (home)	Phone (business)	Parents Notified ☐Yes ☐No

Nature of Injury (if any)	Treated by	Disposition

Name of Police Agency	Officer's Name	Police Notified ☐Yes ☐No	Disposition ☐Arrested ☐Transcripted ☐Released ☐Other

Name of Person Arrested	Age	Sex	Race	Address	D.O.B.	School
Name of Person Arrested	**Age**	**Sex**	**Race**	**Address**	**D.O.B.**	**School**

DETAILS:

9

10

Name of Investigator	Date	Area	Supplement ☐Yes ☐No	Case Status ☐Closed ☐Open

SECURITY REPORT

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

PLEASE FORWARD FOUR COPIES AS FOLLOWS:

WHITE	Maintenance & Operations Department
GREEN	Security Office
GOLDENROD	Insurance Department
BLUE	Property & Inventory
PINK	School File

No. _____

Date _____

NOTE: Please list names of all suspects and/or witnesses on reverse side of GREEN COPY ONLY.

GENERAL INFORMATION
(Answer ALL Items)

SCHOOL _____

Date and time of incident _____

Was entry made into any part of the building? _____ Which Police Dept. was called? _____

Custodial hours necessary to clean up? _____ Name of investigator _____

Was Maintenance called? _____ Work Order Number assigned _____

_____Willful damage _____Theft _____Carelessness Other: _____

SPECIFIC DETAILS OF LOSS OR DAMAGE (Where, What, and How) _____

MATERIAL AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED

No. of Items	NAME OF ITEM	DESCRIPTION (Model, Serial Number, etc.)	(CHECK ONE) Stolen	Destr.	Dam.	Purch. Year	Purchase Price

Person preparing report

Principal's Signature

BUS VANDALISM REPORT

School Bus No. _____ Bus Operator's Name _____

Type of Damage _____ Did incident occur on regular run? _____

To or from what school were students being transported? _____

Person preparing report

Principal's Signature

Name of Witness _____ Address _____ Age _____

Name of Witness _____ Address _____ Age _____

Name of Witness _____ Address _____ Age _____

Name of Offender/Suspect _____ Address _____

Date of Birth _____ Father's Name _____ Mother's Name _____

Guardian's Name _____ School Attending _____

Name of Offender/Suspect _____ Address _____

Date of Birth _____ Father's Name _____ Mother's Name _____

Guardian's Name _____ School Attending _____

Name of Offender/Suspect _____ Address _____

Date of Birth _____ Father's Name _____ Mother's Name _____

Guardian's Name _____ School Attending _____

Name of Offender/Suspect _____ Address _____

Date of Birth _____ Father's Name _____ Mother's Name _____

Guardian's Name _____ School Attending _____

Was a direct admission received from the guilty person or persons? _____

Who received this admission? _____ Title _____

DO NOT WRITE IN THIS SPACE

Work Order Number														
Trade											GLASS		TOTAL	
Maintenance Cost of Labor														
Maintenance Cost of Material														
Direct Charge to School														
Cost of Replacement														
Custodial Cost														
Other														
TOTAL COST														

1. PLANT SECURITY REPORTS:
   a. Plant Security Reports are to be filed in all cases of vandalism, theft, building damage, property damage, illegal entry, and accidental damage.
   b. Principals should be responsible for preparing the initial report, but the Secretary should type the final copy.
   c. Cafeteria managers will submit an attached itemized list of cafeteria materials stolen or damaged.
   d. This report will constitute notification for Audio-Visual, Office Machine, Band, Physical Education, and Driver Education equipment loss or damage. Be certain to give all information concerning extent of damage, serial and model numbers, etc.
   e. When calling the Maintenance Department requesting necessary repairs, have your pad of Plant Security Reports on hand. The Maintenance Department will give the necessary job order numbers. The School will give the Maintenance Department the number in the upper right hand corner of the Plant Security Report.

2. APPLICATION OF PARENT RESPONSIBILITY LAW: (The Parent Responsibility Law allows school systems to collect up to $1000 from parents or guardians for malicious or willful damage done by their minor child).
   a. When offenders of willful and malicious damage to school property are known, the Security Department is to be contacted and given the name and address of offenders and their parents.
   b. A "Parent Responsibility" letter will be mailed from the Security Department requesting the parent or guardian to send a restitution check for the amount of the damage or theft.

3. NOTIFICATION OF LAW ENFORCEMENT AUTHORITIES:
   a. Police and Security are to be called in cases involving illegal entry, theft, or serious property damage.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
DEPARTMENT OF INTERNAL AFFAIRS

July 26, 1979

TO: William T. McFatter
Superintendent of Schools

FROM: Joseph I. Grealy
Administrative Assistant

RE: Internal Affairs Annual Report - 1978-79

The Department of Internal Affairs (DIA) consists of myself, an assistant and eight investigators, two of each being assigned to the four areas where they work closely with the Area Superintendents and school administrators.

DIA is responsible for the security of students and school personnel, approximately 150,000 people, and for the protection of school facilities and equipment which are valued at over 300 million dollars.

During the 1978-79 school year, DIA handled 3215 investigative matters, involving such serious incidents as assaults (on students and teachers), robbery, thefts, extortions, weapon possession, drug abuse (including alcohol), disruptions, arson and trespassing. Investigations not only resulted in appropriate administrative and criminal action being taken against perpetrators but provided documented information to refute unwarranted civil suits against the School Board and resulted in thousands of dollars being saved through recovered property and restitution for vandalized property.

The 3215 investigative matters included 2292 incidents in the high schools, 569 in the middle schools and 354 in the elementary schools.

The total loss due to vandalism, theft and arson was $163,970.38 which was $83,078.04 less than the previous year.

There was an increase in the number of acts of vandalism which resulted in approximately a $30,000 increase in the cost. This is partly due to the increase in maintenance labor and material costs but mainly due to a drastic increase in bus vandalism.

There was an increase in the cost of theft but it was still greatly reduced from the losses that had been experienced from 1970 to 1977 prior to the installation of alarm systems.

During the past school year local police agencies apprehended 165 individuals who had illegally entered school facilities and were detected by the alarm system.

Arson, which is an unpredictable cost factor, was reduced by over a hundred thousand dollars.

Recovery of property by investigators and restitution by parents amounted to $93,400.79, a 41 percent increase over the previous year.

Among the more serious incidents reported were the following:

Vandalism	342
Thefts	224
Arson	22
Breaking & Entering	173
Assaults	368
Assaults on School Personnel	70
Extortion	23
Drug Incidents	279
Trespassing	117
Possession of Weapons	66
Bomb Threats	114
Use of Alcohol	26
Bus Incidents	112
Disturbances	63

Set forth is a comparison of incidents and costs for the school years 1977-78 and 1978-79 together with charts reflecting costs from the school year 1970 through 1979:

77-78	Incidents	78-79
2,210	Incidents in High Schools	2,292
620	Incidents in Middle Schools	569
382	Incidents in Elementary Schools	354
3,212	Totals	3,215
	Cases Involving:	
121	Trespassing	117
280	Vandalism	342
38	Possession of Weapons	66
390	Assaults	368
69	Assaults on School Personnel	70
216	Thefts	224
252	Bomb Threats	114
130	Accident Investigations	8[illegible]
191	Breaking & Entering	173
137	Bus Incidents	112
336	Drug Incidents	279
38	Disturbances	63
24	Extortion	23
23	Plant Surveys	33
10	Use of Alcohol	26
44	Fire & Arson	22
261	Liaison with other agencies	102
	Applicant background check	
26	Instructional	1
10	Non-Instructional	4
	Personnel Investigations	
29	Instructional	14
10	Non-Instructional	23
$116,842.62	Vandalism Cost:	$146,392.93
72,862.86	Labor	90,700.72
43,979.76	Material	55,692.21
37,560.87	Theft Cost	53,478.15
158,572.72	Arson Cost	57,500.00
312,976.21	Cost of Vandalism, Thefts and Arson	257,371.08
65,927.79	Recovery Effected	93,400.70
$247,048.42	Total Loss	$163,970.38

Although DIA is mainly involved in responding to and handling reported incidents in the schools it has also been involved in programs to prevent violence and vandalism in the Broward schools. In the past two years the more vandalized facilities were alarmed; two-way radio systems have been installed in each high school; under a federal grant various strategies were implemented to make school less conducive to crime; teams from several schools received training from the Office of Education to deal with education's top rated problem, lack of discipline and truancy centers have been established in each of the four areas.

For the coming school year the DIA is planning with the Broward County Sheriff's Office a Youth Awareness Program which will involve presentations to middle school students throughout the county to accomplish the following objectives with regard to such criminal acts as vandalism, arson, burglary, shoplifting and drug and alcohol abuse:

To increase knowledge concerning the problems, needs and resources available.

To affect more use of available resources.

To upgrade the knowledge/ability level of the personnel involved in educational programs being utilized.

To increase positive awareness on the part of youth for law enforcement.

To strip youths of their denial-systems about accepting their responsibilities.

To reduce, by a significant number, the occurrance of delinquency among juveniles.

To assist with the improvement of young people in the relations of police, family and community.

DIA is also involved in another Police/School Liaison Program covering the elementary and middle schools in three cities, Coral Springs, Margate and North Lauderdale. Selected juvenile officers will be assigned to these schools and their objectives will be:

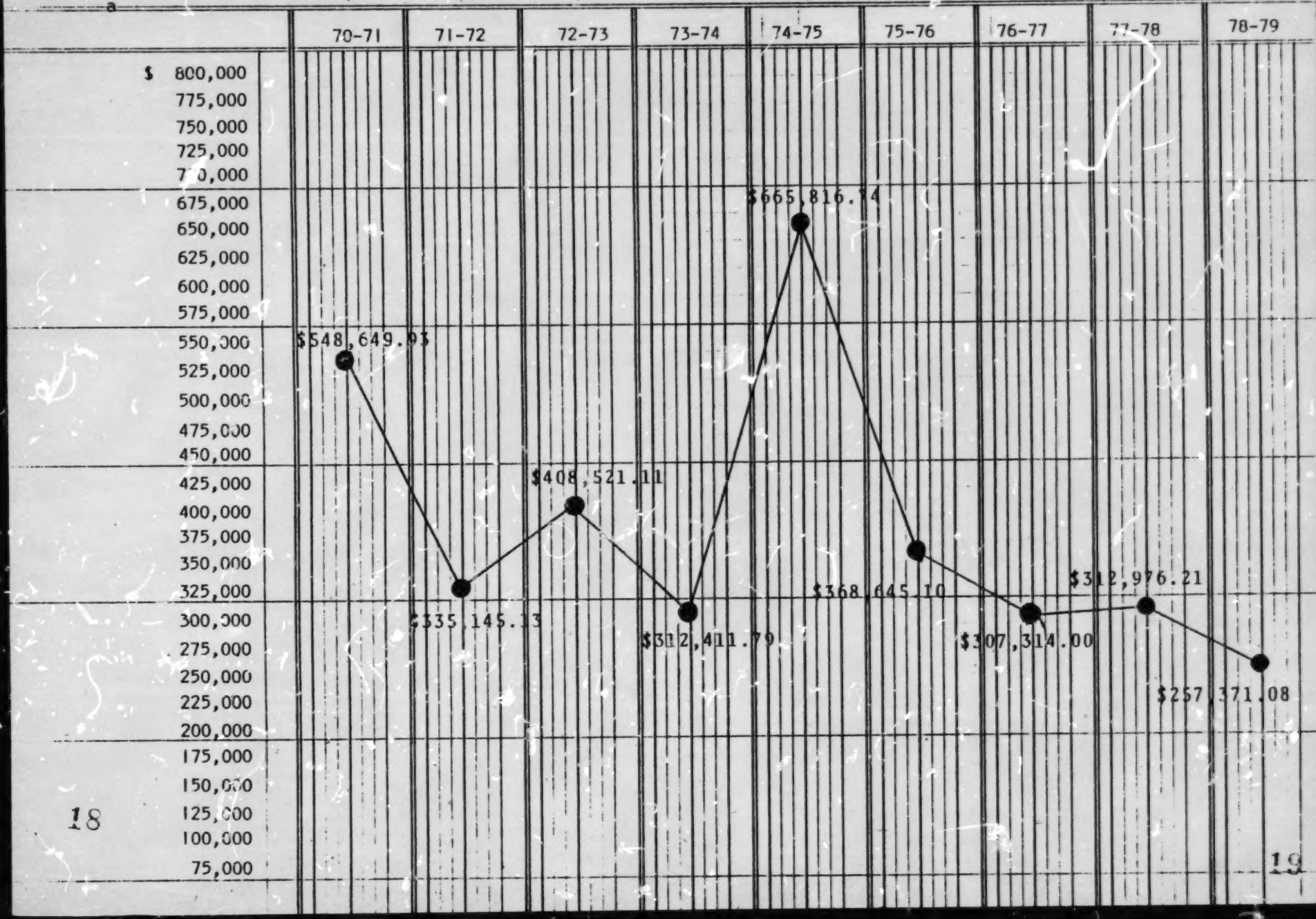
1. The prevention of delinquency and offenses committed by juveniles that may become apparent in the schools and in the community.

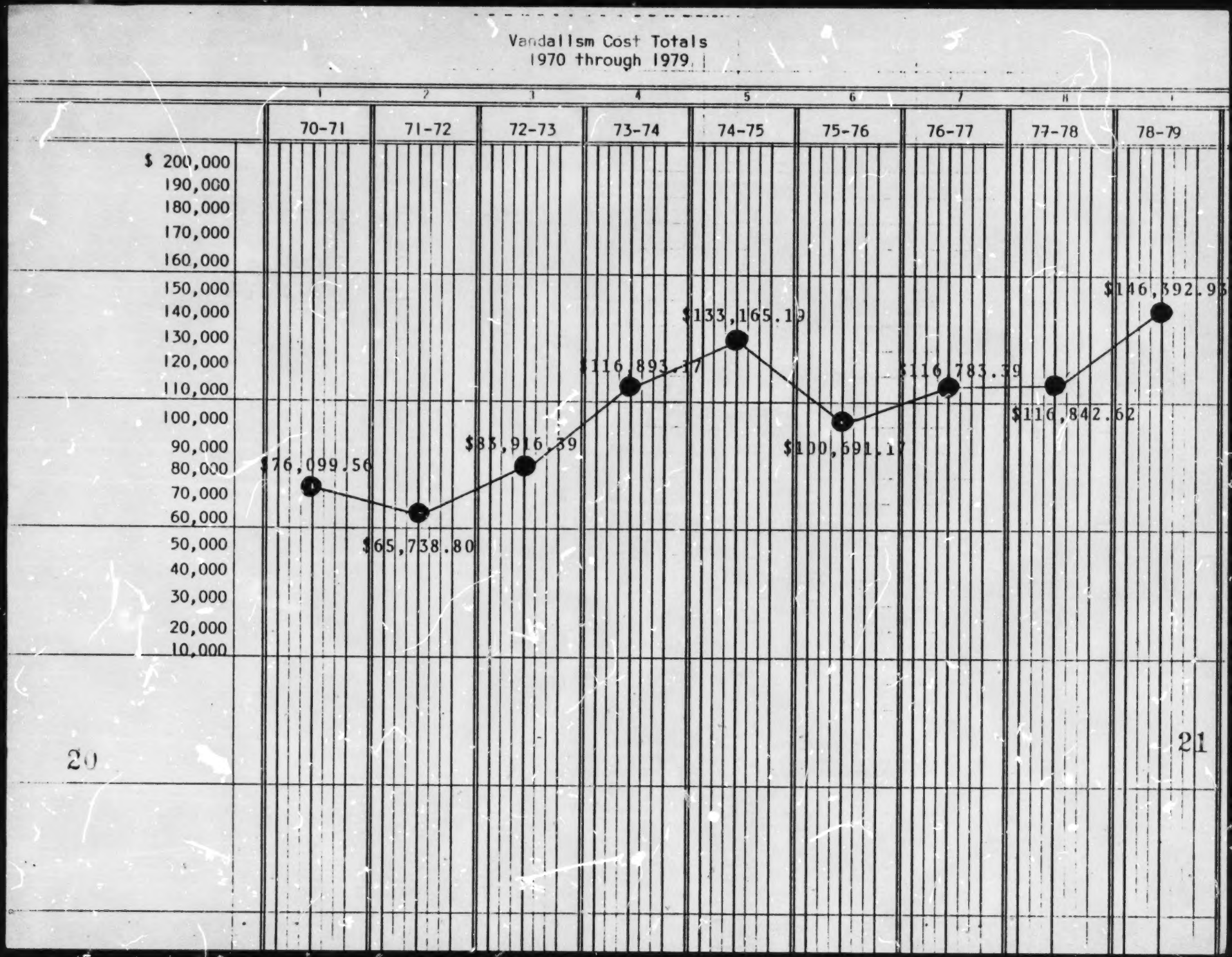
2. To acquaint the student with the role of the police officer in the community and gain the respect and support of the student, their parents and teachers.

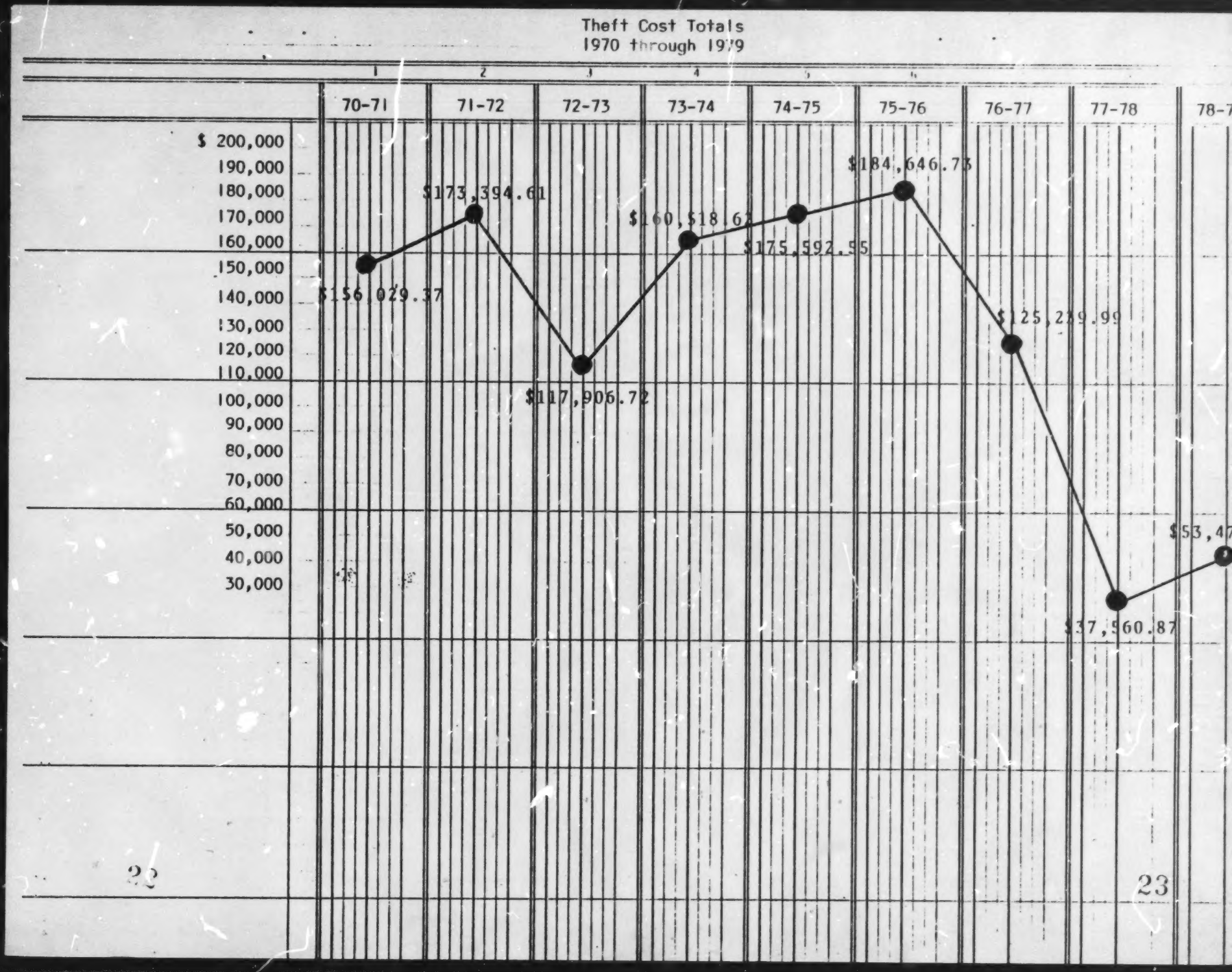
The Florida Legislature in revising the Juvenile Justice Code mandated the creation of a Community Control Program Advisory Council which would advise the courts of diversionary programs and dispositional alternatives for children in each of the individual Circuits. The legislation provided that the appointments to the council include a representative from the county school district. I have been designated and have served in this capacity during the past year. The council is currently drawing up recommendations to Chief Judge George W. Tedder, Jr., in which it will strongly urge that a closer working relationship be developed between the school system and the county agencies involved in dealing with juvenile delinquents.

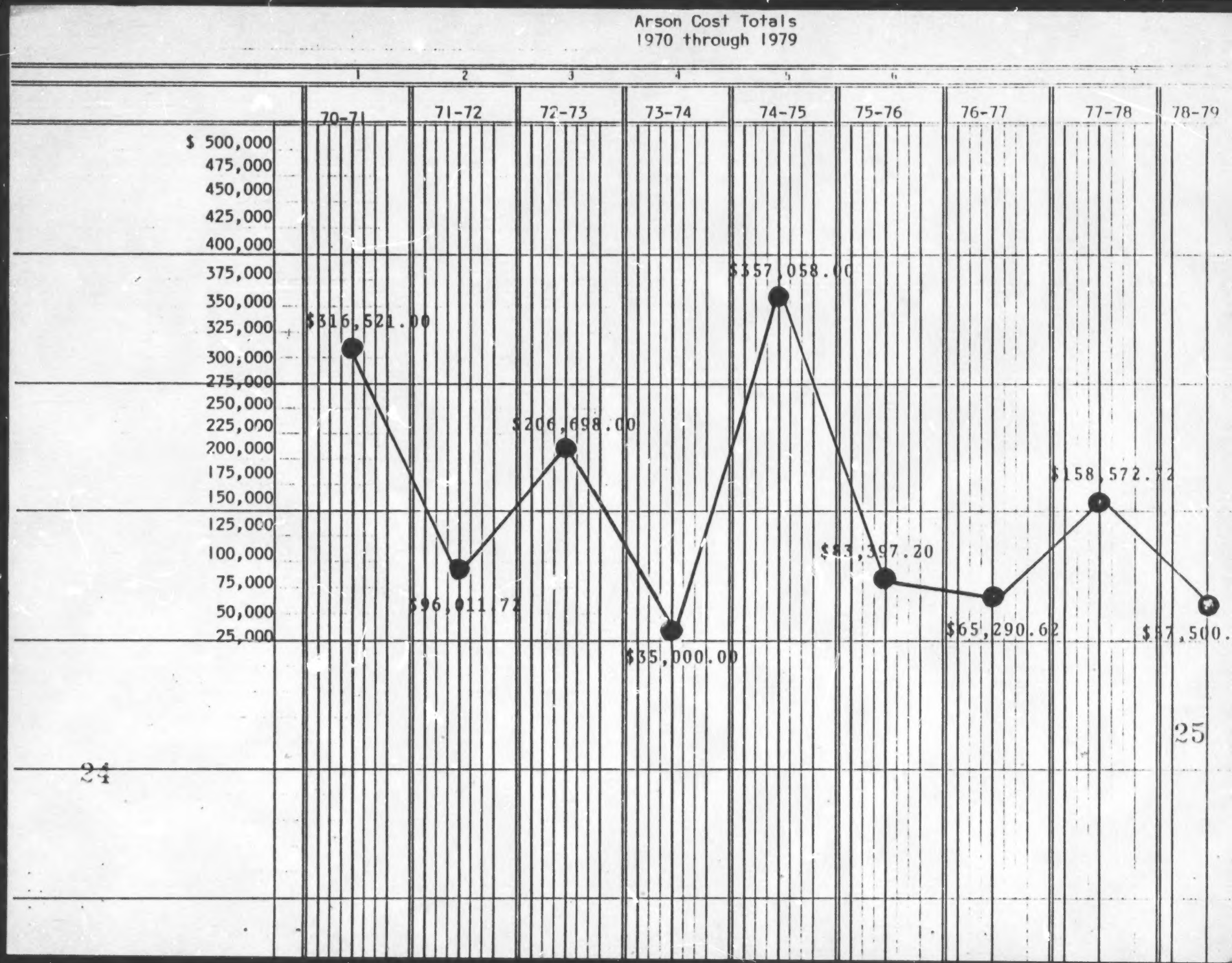
DIA has drawn up for Board approval an emergency procedure that will establish communication between the Superintendent, Area Superintendents and individual schools and departments during emergency situations.

Vandalism, Theft & Arson Cost Totals
1970 through 1979




Vandalism Cost Totals
1970 through 1979
70-71
71-72
72-73
73-74
74-75
75-76
76-77
77-78
78-79
$ 200,000
190,000
180,000
170,000
160,000
150,000
140,000
130,000
120,000
110,000
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
$76,099.56
$65,738.80
$83,916.39
$116,893.17
$133,165.19
$100,691.17
$116,783.39
$116,842.62
$146,392.93


Theft Cost Totals
1970 through 1979
70-71
71-72
72-73
73-74
74-75
75-76
76-77
77-78
$ 200,000
190,000
180,000
170,000
160,000
150,000
140,000
130,000
120,000
110,000
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
$156,029.37
$173,394.61
$117,906.72
$160,518.67
$175,592.95
$184,646.73
$125,289.99
$37,960.87


Arson Cost Totals
1970 through 1979
70-71
71-72
72-73
73-74
74-75
75-76
76-77
77-78
78-79
$ 500,000
475,000
450,000
425,000
400,000
375,000
350,000
325,000
300,000
275,000
250,000
225,000
200,000
175,000
150,000
125,000
100,000
75,000
50,000
25,000
$316,521.00
$96,011.72
$206,698.00
$35,000.00
$357,058.00
$83,397.20
$65,290.62
$158,572.72
$57,500.
24
25

Mobile Home Live-In Agreements

LEASE AGREEMENT

The School Board of Broward County, Florida and _____ (Mobile Home Owner) _____ agree to the placement of a mobile home on the site of _____ School in accordance with the following:

1. The School Board of Broward County, Florida agrees to:
   a. Specify exact location for the mobile home.
   b. Install utilities (water, electricity and sewerage or septic tank) to the mobile home site.
   c. Provide utilities service at no cost to the mobile home owner.
   d. Provide maintenance and repair for utilities lines up to the point of connection to the mobile home.
2. _____ (Mobile home owner) agrees to:
   a. Arrange for telephone service to the mobile home.
   b. Inform principal of normal hours of occupancy of the mobile home, and any expected absence which deviates significantly from the normal routine.
   c. Establish procedures for notification of the School Principal and local police by any responsible member of the family in case of suspected trespass.
   d. Maintain adequate insurance coverage on the mobile home.
   e. Maintain the mobile home in good repair.
   f. Obtain permission from the school principal, area superintendent, and School Plant Planning for any construction on site or addition to the mobile home.
   g. Provide tie-downs within 30 days of the placement of mobile home on School Board property as prescribed by the attached tie-down requirement or an equivalent to be approved by the County Wide Maintenance Administration.

h. Allow the installation of a security monitor receiver in the mobile home at no cost to the mobile home owner.

i. Abide by and keep current all State of Florida requirements regarding Mobile Home taxes and/or licensing and the proper display of same, while residing on School Board - owned property.

3. Both parties agree to the following:

a. The School Board of Broward County, Florida will not incur costs beyond those stated herein.

b. The School Board of Broward County, Florida will not be liable for actions of the occupants of the mobile home.

c. This agreement may be cancelled by either party on 30 days written notice to the other party, or earlier by mutual agreement.

4. The specific duties to be performed are:

a. Assist the School Board in protecting the designated school, school site and contents

b. Take all necessary steps to prevent injuries and unlawful acts.

c. Immediately notify appropriate law enforcement agency and the school principal of such acts, or attempts and furnish necessary information to them for evidence and possible prosecution of any unlawful acts, or attempts

This agreement entered into this ____ day of _____, 19 _____.

_____ Mobile Home Owner

_____ School Principal

APPROVED:

_____ Date

_____ Area Superintendent

APPLICATION FOR
MOBILE HOME INSTALLATION

TO: Director, Facilities

Request approval for installation of a mobile home on the _____ _____ school site. Details are as follows:

1. OWNER: _____

2. OWNER'S OCCUPATION: _____

3. Mobile Home:
   a. Make: _____
   b. Size: _____

4. Desired Location: _____

5. Permanent Installations Planned (patio slabs, etc.)_____
   _____ (Note: attach sketch)

6. Desired Installation Date: _____

_____ _____
Date Principal

Enclosures: 1. Sketch
2. Completed Agreement

APPROVED:

_____ _____,
Date Area Superintendent

APPLICANT INTERVIEWED:

_____ _____
Date Security Chief

To: _____, _____ Area Superintendent

The installation of a mobile home on _____ school site is approved. To insure records are complete, please submit confirmation to this office of the exact location of underground utilities as finally installed.

WORKSHEET

Mobile Home Installation
(to be completed by Facilities Department)

1. Future Plans:

   School Plant Additions: _____

   Site Improvements: _____

   Future Utility Lines: _____

   Other: _____

   _____

2. Existing Improvements:

   Electrical: _____

   Water: _____

   Sewerage: _____

   Other: _____

3. Compliance with Municipal Code:

   Installation Approved by: _____
   (Signature of Municipal Official)

   _____

DIVISION 17

17A MOBILE UNIT ANCHOR AND TIE DOWN REQUIREMENTS

1. SCOPE

This specification in conjunction with any sketch or drawing is intended to provide for the furnishing of all labor and materials necessary to properly anchor and tie down a specific mobile unit.

2. MATERIALS

1. All cast in place concrete
2. All concrete block units
3. All mortar
4. All turnbuckles
5. All cable and/or strapping
6. All tensioning devices
7. All adjustable screw anchor columns
8. All pressure treated lumber
9. All pressure treaded wedges
10. All auger type anchors
11. All cable clips and all other required items.

3. WORKMANSHIP

a. Pier foundations shall be installed directly under the main frame (or chassis) of the mobile home. The piers shall not be further apart than ten (10) feet on centers, and the main frame, front or back shall not extend further than two (2) feet beyond the center line of the end piers.

b. All grass and organic material shall be removed and the pier foundation placed on stable soil. The pier foundation shall be a 16" x 16" x 4" solid concrete pad, precast or poured in place, or equivalent.

c. Piers must be constructed of regular 8" x 8" x 16" concrete blocks, open cells, solid, or equivalent (with open cells vertical), placed above the foundation. A 2" x 8" x 16" pressure treated wood plate, or equivalent, shall be placed on top of the pier with shims fitted and driven tight between the wood plate and the main frame. Shims shall not occupy more than one (1) inch of vertical space. Single tiered block piers shall be installed perpendicular to the main I-Beam.

d. All piers over forty (40) inches in height shall be double tiered with blocks interlocked and capped with a 4" x 16" x 16" solid concrete block, or equivalent, and cushioned with wood shims and pressure treated plates.

e. All corner piers over three (3) blocks high shall be double tiered, with blocks interlocked, and capped with a 4" x 16" x 16" solid concrete block, or equivalent, and cushioned with wood shims or pressure treated plate.

4. SPECIFIC CONDITIONS

a. Number of Ties (Top and Frame)

1. Up to 39' - 3 Ties per side
2. 40' to 59' - 3 Ties per side
3. Over 59' - 5 Ties per side

b. Anchors (Galvanized)

1. Head Size:
   Auger - 6" Diameter
   Arrowhead - 8" Diameter

2. Length:

   Auger and Arrowhead - 4'

c. Straps and Cables (Stainless Steel, Galvanized or Cadmium plated)

1. Steel Cable - 3/8" (7 x 7 - 7 Wires each) or
2. Aircraft Cable - 1/4" (7 x 19 - 7 Strands of 19 wires each) or
3. Steel strap - 1 1/4" x .035" with tensioning device

d. Connectors, including Nuts, Bolts, and Screws (Stainless Steel, Galvanized or Cadmium Plated)

1. Cable ends secured by two cable clamps
2. Steel Rods - 5/8" with ends welded close to form eye or
3. Turnbuckles 5/8" Drop Forged - closed eyes or
4. Other Tensioning Devices of equivalent strength approved.

e. Piers and Footings

1. Spaced at 10' intervals on both frame rails with end ones no further than 5' from end of mobile home.

2. Footings of solid concrete 16" x 16" x 4" on 2" pad or 16" x 16" x6" on ground or

3. Piers of standard 8" x 8" x16" celled concrete block on 2" pad

4. Other similar piers accepted.

5. Perimeters of 14' wides must be blocked adjacent to any over-the-home straps.

6. Treated shims for leveling.

NOTE: An adjustable screw-anchor-type column, fastened to both frame rails and to a concrete pad 4" thick extending the length and width of the mobile home is recommended.

f. Patio Awnings, Cabana Roofs and Additions

1. All vertical supports shall have a maximum spacing of 12' and anchored to concrete floor or equivalent footings.

2. Awning and cabana roofs when attached to mobile homes shall be fastened to studs or header.

3. Tip-out rooms to be secured by over-the-home tie at outer edge.

4. Pop-up roofs require over-the-home ties at ends of each raised section.

5. Other structures on premises in connection with mobile homes shall be secured according to Southern Standard Building Code.

5. SPECIAL CONSIDERATIONS

These specifications are mimimum standards set by the Department of Highway Safety and Motor Vehicles. The number of over-the-roof and frame ties may exceed the minimum standards, if the mobile home manufacutrer's certifying registered engineer so specifies on his certified plans and specifications.